



## PARK FACILITY PERMIT APPLICATION

Applications can be submitted to the appropriate address below and will be reviewed and responded to within two business days.

### Richfield Recreation - Park Shelters & Buildings

7000 Nicollet Ave, Richfield, MN 55423

P: 612.861.9385 F: 612.861.9388

[recreation@cityofrichfield.org](mailto:recreation@cityofrichfield.org)

### Richfield Ice Arena - Veterans Park Shelters

636 East 66<sup>th</sup> St, Richfield, MN 55423

P: 612.861.9350 F: 612.861.9353

[kleet@cityofrichfield.org](mailto:kleet@cityofrichfield.org)

### Wood Lake Nature Center - Emily Day Pavilion

6710 Lake Shore Dr, Richfield, MN 55423

P: 612-861-9365 F: 612-861-9367

[icevans@cityofrichfield.org](mailto:icevans@cityofrichfield.org)

### APPLICANT CONTACT INFORMATION (day-of contact during the scheduled event(s))

Organization/Business (if applicable)

Contact Name

Home Ph

Cell Ph

Work Ph

Email

Address, City, St, Zip

### EVENT DETAILS

Event Description

Event Date

Start Time (include set-up)

End Time (include clean-up)

Maximum expected attendance

Event open to public

☐ Yes ☐ No

Any pony rides, inflatable jumpers, tent,  
dunk tank, catered food, etc.

☐ Yes ☐ No

Explain

Extra portable toilets needed

☐ Yes ☐ No

Special requests (detail on back of form)

☐ Yes ☐ No

Any amplified music/P.A. system

☐ Yes ☐ No

Concessions/merchandise sales

☐ Yes ☐ No

### FACILITY REQUESTED (all fees are listed with tax included. Res=Richfield Resident/Non-Res=Non-Resident)

#### Veterans Park Pavilion (April – October)

##### Weekends (Friday-Sunday)

Day block: 1:00-5:00 p.m. (Sat 1:30-5:30 p.m.)

☐ 1 section (Res \$120/Non-Res \$125)

☐ 2 sections (Res \$240/Non-Res \$250)

☐ 3 sections (Res \$265/Non-Res \$270)

Night block: 6:00-9:00 p.m.

☐ 1 section (Res \$90/Non-Res \$95)

☐ 2 sections (Res \$180/Non-Res \$190)

☐ 3 sections (Res \$200/Non-Res \$205)

##### Weekdays (Monday-Thursday)

Day block: 1:00-5:00 p.m. (Sat 1:30-5:30 p.m.)

☐ 1 section (Res \$115/Non-Res \$120)

☐ 2 sections (Res \$230/Non-Res \$240)

☐ 3 sections (Res \$260/Non-Res \$265)

Night block: 6:00-9:00 p.m.

☐ 1 section (Res \$85/Non-Res \$90)

☐ 2 sections (Res \$170/Non-Res \$180)

☐ 3 sections (Res \$195/Non-Res \$200)

Additional hour before 1:00 p.m. or after 9:00 p.m. (Res \$15 per hr/Non-Res \$20 per hr)

#### Open Air Park Picnic Shelters (May – September)

Rental Hours: 4-hour blocks, write start/end times above

☐ Sheridan (Res \$115/Non-Res \$120)

☐ Emily Day Pavilion (Res \$80/Non-Res \$80)

☐ Augsburg East (Res \$38/Non-Res \$43)

☐ Augsburg West (Res \$38/Non-Res \$43)

☐ Fairwood (Res \$38/Non-Res \$43)

☐ Monroe (Res \$38/Non-Res \$43)

#### Park Shelter Building (May – September)

Rental Hours: Charged hourly, write start/end times above.

☐ Augsburg (Res \$26/Non-res \$31)

☐ Christian (Res \$26/Non-res \$31)

☐ Donaldson East (Res \$26/Non-res \$31)

☐ Jefferson (Res \$26/Non-res \$31)

☐ Madison (Res \$26/Non-res \$31)

☐ Washington (Res \$26/Non-res \$31)

### APPLICANT SIGNATURE:

The lessee agrees that all activities undertaken by lessee or organization as part of the rental agreement, is at lessee or the organization's sole risk and that the City of Richfield shall not be liable for any claim, demands, injuries, damages, of whatever nature, incurred by the lessee, the organization, or lessee's property due to the negligence of the City, its agents, or employees, arising out of or connected with the activity related to this rental and that on behalf of lessee or the organization's lessee represent, expressly releases and discharges the City, its agents, or employees, from such claims, injuries, or damages. I also acknowledge that I have read and understand the "Park Facility Use Guide" and agree to adhere to all rules & regulations set forth and to all City Code. Failure to abide by the terms of the permit or any other applicable laws, rules, city ordinances or regulations may result in revocation of the permit, retention of all or a portion of the damage deposit, fines, civil liability, or criminal prosecution. Richfield Recreation personnel reserve the right to cancel scheduled use at any time prior to or during the event.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_